

UNNUMBERED LETTERS ISSUED FOR THE MONTH OF JUNE 2006

Dated	Subject	Distribution
06/2/06	Bank of America Agency/Organization Program Coordinators	S/D
06/07/06	Electronic Official Personnel Folder Initiative	RD Employees
06/13/06	Rural Business Opportunity Grant Program EZ/EC and REAP Earmark Selections Fiscal Year 2006	S/D
	Lending on Native American Lands: A Guide for Rural Development Staff	S/D
	Interest Rates for Community Facilities	S/D, RDM & A/D
06/14/06	Interest Rate Changes for Housing Programs and Credit Sales (Nonprogram)	S/D, RDM, & A/D
	Interest Rates for Water and Waste Disposal Loans, Watershed Protection and Flood Prevention Loans, and Resource Conservation and Development Loans	S/D, RDM, & A/D
06/15/06	Interest Rate for Direct Business and Industry Loans	S/D, RDM, & A/D
06/22/06	Business and Industry Guaranteed Loan Program UPS Capital Corporation	S/D
06/26/06	Combined QuickHire and Electronic Official Personnel Folder Training	S/D
	Faith –Based and Community Initiatives Teleconference Notes	S/D
06/28/06	Preservation Information Exchange (PIX) System Deployment and Implementation	D/D
	Creditable Service for Annual Leave Accrual	S/D & N.O.O.

06/29/06	State Web-Quarterly Reporting System Speical Initiatives and Congressionally Suggested Projects	S/D
	2006 President's Quality Award Program	N.O.O. & S/D

June 2, 2006

SUBJECT: Bank of America Agency/Organization Program Coordinators

TO: Rural Development State Directors

ATTN: Administrative Program Directors and
Agency/Organization Program Coordinators

The Rural Development Travel Unit (TU) has completed an assessment into possible causes of the high rate of delinquency and misuse and/or abuse of Bank of America's (BOA) Government travel charge card for Rural Development individually billed accounts. The assessment revealed that Agency/Organization Program Coordinators (A/OPCs) need to conduct regular audits of Government travel charge card accounts in accordance with Department Regulation 2300-001, "Government Travel Card Regulation."

Each A/OPC is responsible for auditing the Government travel charge card accounts for all cardholders assigned within their office or program area on a monthly basis. Each A/OPC can access online reporting capabilities provided by the BOA Electronic Account Government Ledger System (EAGLS). These reports should be used to monitor accounts for delinquency or potential travel card misuse and/or abuse by employees.

If an employee's Government travel charge card account has been identified as being delinquent or used inappropriately, the A/OPC is responsible for completing a memorandum with the appropriate supporting documentation notifying the employee's supervisor of the issue. A copy of the notification should be sent to Arleen Christian, Acting Assistant Administrator for Human Resources, Mail Stop 0730, stating the action taken to resolve the matter. The A/OPC should follow-up to ensure a formal response was provided to Ms. Christian.

In order to ensure regular monitoring is being completed, A/OPCs are now required to certify that all BOA Government travel charge card accounts for the employees located within their office or program area are being reviewed and the above steps are being taken for each delinquency or misuse and/or abuse identified. All A/OPCs will certify this process is being completed by submitting their information via e-mail to the TU mailbox at ssd.travel@wdc.usda.gov by the 25th of each month beginning Monday, June 26, 2006.

EXPIRATION DATE:
June 30, 2007

FILING INSTRUCTIONS:
Administrative/Other Programs

The information to be provided shall include the employee's name, date of memorandum to supervisor, date of memorandum to Human Resources, and date of response. If no delinquencies or misuse and/or abuse occurred during the reporting period, then a negative response shall be provided.

The BOA EAGLS system monthly reports are available by the 9th of each month. A/OPCs requiring assistance with the BOA EAGLS system should contact the TU or BOA Help Desk at (800) 558-0548 for assistance.

All A/OPCs should review the following regulation for a detailed list of their responsibilities:

- Departmental Regulation (DR) 2300-001, "Government Travel Card Regulation," at: <http://www.ocio.usda.gov/directives/files/dr/DR2300-001.html> and the Acknowledgement Form at: <http://teamrd.usda.gov/rd/ssd/acknowledgeform.pdf>.

Additional information available:

- Departmental Manual (DM) 2300-001, "Agriculture Travel Regulation," at: <http://www.ocio.usda.gov/directives/files/dm/DM2300-001.pdf>.
- BOA EAGLS system at: <https://www.gov-eagls.bankofamerica.com/EAGLS/portal.do>.
- General Services Administration (GSA) at: <http://www.gsa.gov>. GSA SmartPay and the "Federal Travel Regulation," Chapter 301, Part 301-51 – Travel Expenses.
- Rural Development Instruction 2036-A, "Travel Regulations and Policies," at: <http://www.rurdev.usda.gov/regs>.
- Rural Development Instruction 2039-A, "Change of Official Station," <http://www.rurdev.usda.gov/regs>.
- Rural Development – Bank of America, "Government Travel Charge Card: Do's and Don'ts," at: <http://teamrd.usda.gov/rd/ssd/doanddont.pdf>.

A/OPCs are responsible for reviewing the accounts of all departing employees and notifying BOA when an employee leaves Federal employment, retires or transfers to another Government agency.

The TU will continue to conduct random audits of employee's Government travel charge card accounts in addition to the monthly audits performed by the A/OPCs.

A/OPCs are responsible for the semiannual deactivation of Government travel charge cards that remain inactive for a six month period. A/OPCs should deactivate cards upon notification from the employee's immediate supervisor of travel charge card ineligibility.

If you have any questions, please contact one of the Travel Unit staff: Veronica Carroll, (202) 692-0229 or Anthony Pearson, (202) 692-0227. You may also e-mail the Travel Unit mailbox at: ssd.travel@wdc.usda.gov.

(Signed by Sherie Hinton Henry)

SHERIE HINTON HENRY
Deputy Administrator
for Operations and Management

Sent by electronic mail on 6-5-06 at 4:00 by the Support Services Division.
State Directors should notify other personnel as appropriate.

June 7, 2006

SUBJECT: Electronic Official Personnel Folder Initiative

TO: All Rural Development Employees

The Office of Personnel Management is implementing several systems across Government that are intended to improve the management of human capital. One of these systems is the Electronic Official Personnel Folder (eOPF). The eOPF will replace the current paper-based Official Personnel Folder (OPF) with an electronic folder containing each employee's personnel records.

Benefits provided by eOPF to individual employees will be realized in the following areas:

Access – All Rural Development employees will have the ability to access their individual eOPF to view and/or print copies of their personnel actions 24 hours per day, 7 days per week. Currently, employees who are not located with the human resources office that maintains their paper-based OPF, have little or no access to the documents in their folder.

Security/Continuity of Operations – Current paper-based folders can be lost due to a fire or natural disaster and there is no back up for some documents. An eOPF allows every employee's documentation to be backed up and securely stored at a remote site and can be restored if a disaster occurs. In addition, access to an employee's records will be limited to the employee and designated personnel in the employee's servicing human resources office.

Efficiency of Operations – The current system requires documents such as the "Notification of Personnel Action," Standard Form (SF)-50, be printed with copies mailed to the employee. This process leaves the employee vulnerable to identity theft, as his/her social security number is contained on these documents. With the implementation of eOPF, the National Finance Center will electronically transmit the data to each employee's electronic folder and the employee will be able to go online to review, and if desired, print a copy of the document.

EXPIRATION DATE:
June 30, 2007

FILING INSTRUCTIONS:
Administrative/Other Programs

Fast Track is the first phase of the eOPF project and has a projected completion date of July 30, 2006. Once this phase has been implemented, employees and Human Resources offices will no longer receive paper copies of the SF-50. Employees will be able to review and print documents by accessing the eOPF system. Employees will be granted access to the system using a phased approach. The system will be user friendly and training materials will be distributed to help employees become acclimated to the system.

Updated information on this initiative will be provided as it becomes available. Employees are encouraged to contact their servicing Human Resources Office should they have any further questions.

(Signed by Arleen Christian) for

SHERIE HINTON HENRY
Deputy Administrator
for Operations and Management

Sent by electronic mail on June 8, 2006 at 1:44 pm by Human Resources.

June 13, 2006

SUBJECT: Rural Business Opportunity Grant Program
EZ/EC and REAP Earmark Selections
Fiscal Year 2006

TO: State Directors, Rural Development

ATTN: Business Programs Directors

We have recently completed the fiscal year 2006 Enterprise Communities and Rural Economic Area Partnerships earmark funding cycle. There were 24 requests for funds totaling \$1,725,997 that competed in the funding cycle. We are pleased to announce that the following requests were selected:

<u>State</u>	<u>Applicant</u>	<u>Amount Awarded</u>
ME	County of Aroostook	\$180,000
VT	Northeastern Vermont Development Association (NVDA) (Forest Products Center)	\$90,000
GA	Southwest Georgia United Empowerment Zone, Inc.	\$50,000
ND	City of Cooperstown	\$50,000
CA	Desert Alliance for Community Empowerment (DACE)	\$74,000
AZ	Moenkopi Development Corporation, Inc.	\$49,700
IL	City of Cairo	\$50,000
SC	Town of Allendale	\$50,000
MT	Fort Peck Assiniboine and Sioux Tribes	\$91,229
HI	Ke Aupuni Lokahi, Inc.	\$50,000
NY	Tioga County Rural Economic Area Partnership (REAP), LDC	\$49,994
ME	Franco-American Heritage Center at St. Mary's	\$18,400
VT	University of Vermont & State Agricultural College	\$24,145
	Total	\$827,468

EXPIRATION DATE:
September 30, 2006

FILING INSTRUCTIONS:
Community/Business Programs

Projects selected under the EZ/EC and REAP earmarks must use type of assistance codes “288” for EZ/EC and “290” for REAP. Allocations must have an obligation date of no later than June 30, 2006. Any funds not obligated by that date will be pooled and used as unrestricted reserves in the June 2006 National Office Reserve funding cycle.

(Signed by William F. Hagy III)

WILLIAM F. HAGY III
Deputy Administrator
Business Programs

June 13, 2006

SUBJECT: Lending on Native American Lands: A Guide for Rural Development Staff

TO: Rural Development State Directors

ATTN: Housing Program Directors
Native American Coordinators

The purpose of this unnumbered letter is to inform all State and Field Offices, which have Federally Recognized tribes within their servicing area, of the new Single Family Housing program training document entitled "Lending on Native American Lands; A Guide for Rural Development Staff." This Guide is an updated version of an earlier document dated September 1996, which provided historical and legal context for working in Indian Country and very basic guidance for working with Tribes. The new Guide addresses the many changes in laws, policies and other initiatives since then that affect Single Family Housing mortgage loans to Native Americans. The updated Guide's primary focus is to train Rural Development staff on the unique loan making and servicing processes of mortgage financing on tribal trust and allotted lands.

A second component of the Guide is a training video entitled "Rural Development's Orientation Video for the Native American Lending Guide," dated June 2006. This video is intended to be a narrated tour of the document - not a comprehensive, page by page review. It will highlight key features of the Guide and teach staff how to use the document both as a professional resource and a training tool to teach others. The training video will provide insights regarding the subtleties of the Guide that may not be immediately apparent when first reading.

The Guide will be released on June 14, 2006 (with the training video to follow soon thereafter) as a part of the national Homeownership Month events and is intended to be a tool to assist our Rural Development staff in achieving the goals of the Administration's Five Star Commitment.

EXPIRATION DATE:
June 30, 2007

FILING INSTRUCTIONS:
Housing Programs

The Guide and downloadable PowerPoint training tool can be accessed and downloaded from the following internet and intranet web sites:

- www.rurdev.usda.gov/rd/aian (Guide only)
- <http://teamrd.usda.gov/rd/NativeAm> (Guide and PowerPoint)

The corresponding narrated training video will be made available through USDA's online training center, AgLearn located on the internet at:

- <http://www.aglearn.usda.gov>

If you have any questions, please contact Tedd Buelow, Native American Program Specialist, on (202) 690-1681 or via email at Tedd.Buelow@wdc.usda.gov.

(Signed by Russell T. Davis)

Russell T. Davis
Administrator
Housing and Community Facilities Programs

Sent by Electronic Mail on 6/14/2006 at 6:00 p.m. by O&M.
The State Director should advise other personnel as appropriate.

June 13, 2006

SUBJECT: Interest Rates for Community Facilities

TO: Rural Development State Directors,
Rural Development Managers,
and Area Directors

Effective from July 1, 2006, through September 30, 2006, the interest rates for direct community facility loans are as follows:

Poverty Line...unchanged at.....	4.500%
Intermediate...increased to.....	4.500%
Market.....increased to.....	4.500%

Please notify appropriate personnel of these rates.

(Signed by Russell T. Davis)

RUSSELL T. DAVIS
Administrator
Housing and Community Facilities Programs

Sent by Electronic Mail on 6/14/06 at 12:30 p.m. by PAD.

EXPIRATION DATE:
September 30, 2006

FILING INSTRUCTIONS:
Administrative/Other Programs

June 14, 2006

SUBJECT: Interest Rate Changes for Housing Programs
and Credit Sales (Nonprogram)

TO: Rural Development State Directors,
Rural Development Managers,
and Area Directors

ATTN: Rural Housing Program Director

The following interest rates, effective July 1, 2006, are changed as follows:

<u>Loan Type</u>	<u>Existing Rate</u>	<u>New Rate</u>
ALL LOAN TYPES		
Treasury Judgement Rate	4.940%	4.990%

The new rate shown above is as of the week ending May 26, 2006. The actual judgement rate that will be used will be the rate for the calendar week preceding the date the defendant becomes liable for interest. This rate may be found by going to the Federal Reserve web site for the weekly average 1-year Constant Maturity Treasury yield (www.federalreserve.gov/releases/h15/data/wf/tcm1y.txt).

RURAL HOUSING LOANS

Rural Housing (RH) 502 Low or Moderate	6.000	6.250
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EXPIRATION DATE:
July 31, 2006

FILING INSTRUCTIONS:
Administrative/Other Programs

Single Family Housing (SFH) Nonprogram	6.500	6.750
Rural Housing Site (RH-524), Non-Self-Help	6.000	6.250
Rural Rental Housing and Rural Cooperative Housing	6.000	6.250

Please notify appropriate personnel of these rates.

(Signed by Russell T. Davis)

RUSSELL T. DAVIS
Administrator
Housing & Community Facilities Programs

Sent by Electronic Mail on 6/15/06 at 10:30 a.m. by PAD.

June 14, 2006

SUBJECT: Interest Rates for Water and Waste Disposal
Loans, Watershed Protection and Flood
Prevention Loans, and Resource Conservation
and Development Loans

TO: Rural Development State Directors,
Rural Development Managers,
and Area Directors

Effective from July 1, 2006, through September 30, 2006, the interest rates for Water and Waste Disposal Loans are as follows:

Poverty Line...unchanged at.....	4.500%
Intermediate...increased to.....	4.500%
Market.....increased to.....	4.500%

Also, the rate for Watershed Protection and Flood Prevention Loans and Resource Conservation and Development Loans is as follows:

CURRENT RATE	NEW RATE
4.375%	4.500%

EXPIRATION DATE:
September 30, 2006

FILING INSTRUCTIONS:
Administrative/Other Programs

Please notify appropriate personnel of these rates.

(Signed by James M. Andrew)

JAMES M. ANDREW
Administrator
Utilities Programs

Sent by Electronic Mail on 6/15/06 at 11:55 a.m. by PAD.

June 15, 2006

SUBJECT: Interest Rate for Direct Business
and Industry Loans

TO: Rural Development State Directors,
Rural Development Managers,
and Area Directors

The following interest rate is in effect July 1, 2006, through September 30, 2006.

<u>Loan Type</u>	<u>Existing Rate</u>	<u>New Rate</u>
Direct Business and Industry	7.500%	8.000%

Please notify appropriate personnel of this rate.

(Signed by Jackie J. Gleason)

JACKIE J. GLEASON
Acting Administrator
Business and Cooperative Programs

Sent by Electronic Mail on 6/16/06 at 1:35 p.m. by PAD.

EXPIRATION DATE:
September 30, 2006

FILING INSTRUCTIONS:
Administrative/Other Programs

June 22, 2006

SUBJECT: Business and Industry Guaranteed Loan Program
UPS Capital Corporation

TO: State Directors, Rural Development

ATTN: Business Program Directors

UPS Capital Corporation Lending Operation, UPS Business Credit (UPS) is one of the largest lenders in the Business and Industry (B&I) Guaranteed Loan Program. UPS focuses on delivering financial services to small, middle market, and international companies. UPS offers a number of government-guaranteed loan options for customers, and their lending products can be used for everything from real estate to franchise financing to business acquisitions.

We have attached a key contact list for UPS for your convenience. In addition, listed below are their corporate headquarters information:

UPS Capital Corporation
35 Glenlake Parkway, NE, Suite 500
Atlanta, Georgia 30328
(404) 828-4740 – telephone
(404) 828-3710 – fax
Hours of Operations: 8AM-7PM EST

Domestic U.S. Lending
UPS Capital Business Credit
280 Trumbull Street
Hartford, Connecticut 06103
Main Office: (860) 727-0700
Hours of Operation: 8AM-5PM EST

UPS has made a corporate decision to electronically file or incorporate paperless servicing file system. This includes B&I Guaranteed Loans. RD Instruction 4287-B, section 4287.107(c) states, “At the Agency’s request, the lender will meet with the Agency to ascertain how the guaranteed loan is being serviced and that the conditions and covenants of the Loan Agreement are being enforced. The Agency will hold meetings with the lender at least annually. . . .”

EXPIRATION DATE:
June 30, 2007

FILING INSTRUCTION:
Community/Business Programs

UPS has agreed to provide their entire B&I loan docket file to the Agency on a compact disk. To review a B&I loan docket, you should request the B&I loan docket file on compact disk at least 30 days prior to the scheduled annual lender visit.

You should bring up any issues of concern during the scheduled annual lender visit and followup in writing with the lender on issues and concerns.

If we can provide you with information, please contact the B&I Loan Servicing Branch at (202) 690-4103.

(Signed by David Rouzer) for

JACKIE J. GLEASON
Acting Administrator
Business and Cooperative Programs

Attachment

UPS CAPITAL BUSINESS CREDIT

Key Contract List

<u>Name</u>	<u>Phone Number</u>	<u>E-Mail Address</u>
David Etter, President	860-541-5251	detter@ups.com
Mary Weaver, Assistant	860-241-2517	mweaver@ups.com
<u>Portfolio Management</u>		
James Seichter	860-241-2527	jseichter@ups.com
Timothy Broderick	860-541-5240	tbroderick@ups.com
<u>Workout</u>		
Chris Ursini	860-241-2584	cursini@ups.com
<u>Loan Servicing</u>		
Cindy Bradley	860-241-2582	cdbradley@ups.com
Linda Kiraly	860-241-2587	lkiraly@ups.com

June 26, 2006

SUBJECT: Combined QuickHire and Electronic Official Personnel Folder Training

TO: Rural Development State Directors
Chief, Field Services Branch
Chief, Headquarters Personnel Services Branch

ATTN: Administrative Program Directors
Human Resources Managers

In an effort to meet the Electronic Official Personnel Folder (eOPF) initiative training requirements, contain costs, and reduce time spent away from the offices, all upcoming QuickHire Training sessions have been extended by one day in order to accommodate eOPF Training.

Your Human Resources Management staff has been scheduled to attend one of the QuickHire training sessions (listing attached). As the eOPF is a government-wide mandatory initiative, Rural Development is tasked with the responsibility of training all users on the functionality of the system prior to implementation.

The training will now begin at 8:30 a.m. on **Monday** of the week scheduled, instead of Tuesday. Training will be completed at 12:00 p.m. on **Friday** of the week scheduled. Please ensure your Human Resources staff is aware of the change in order to make or amend travel and hotel arrangements accordingly. As training will begin on Monday, flight departure and hotel check-in must be scheduled for a Sunday arrival.

EXPIRATION DATE:
June 30, 2007

FILING INSTRUCTIONS:
Administrative/Other Programs

Please confirm the participants from your location have changed their travel and hotel arrangements to attend the eOPF portion of the training. Please contact Ginger Holmes, Human Resources Specialist at (202) 692-0223, or via e-mail at Ginger.Holmes@wdc.usda.gov, with confirmation or any questions or concerns you may have.

(Signed by Sherie Hinton Henry)

SHERIE HINTON HENRY
Deputy Administrator
for Operations and Management

Sent by electronic mail on June 27, 2006 at 9:30 am by Human Resources. State Directors should advise all other personnel as appropriate.

Attachment

Quickhire/eOPF Training

July 10-14, 2006 – Salt Lake City Utah

State	Attendee
AK	Denise Plaizier (HRM)
AZ	Mary Gargas (HRM)
CA	Rita Medina (APD)
CA	
CA	Cindy Mose (HRS)
MT	Janelle Gustafson (HRM)
ND	Elaine Anton (HRA)
NV	Peggy O'Driscoll (HRM)
AZ	Angilla Denton
UT	Cindy Gibson (HRM)
UT	Janice Taylor (APD)
	Diane (NRCS)
AZ	Terri Monisteri (APD)
WY	Cheryl Pesicka (HRM)
PR	Sylma Vargas

July 24 – 28, 2006 Washington, DC

State	Name
DE	Jessica Morthole (HRS)
WV	Saundra Huggins (HRM)
SD	Diane Anderson (HRM)
SD	Cheryl Steverson (HRA)
LA	Glenda Whitaker (HRM)
LA	Diana Smith (HRA)
NJ	Kathleen Kasper (HRS)
MS	Eugenia Jones (HRM)
MS	Lynn Hill (HRS)
PA	Heather Rebuck (HRA)
HI	Melissa Pang Ching (HRM)
IA	Denise Toney (HRM)

August 7 – 11, 2006 – St. Louis, MO

State	Name
NE	Saundra Gause (HRM)
IN	Diane Butler (HRM)
MI	Carolyn Greenman (HRM)
MI	Doris Tirone (HRS)
AR	Sherry Johnson (HRM)
AR	Brenda Holloway (HRS)
NY	Jeff Simpson (HRA)
CO	Dave Carroll (HRS)
OR	Barbara Ingersoll (HRM)
WI	Kim Crabb (HRS)
WI	Frank Larson (HRM)
OK	Karen Washington (HRM)
OK	Carolyn Stipe (HRA)
PR	Alicia Sanitago (HRA)
CO	Laurie Batcheller (HRM)

August 28 – September 1, 2006 – St. Louis, MO

State	Name
IN	Chen Allen (HRA)
MN	Mary Snyder (HRM)
MN	Joni Chacich (HRA)
IL	Julie Wilson (HRM)
IL	Lindsey Rademacher (HRA)
ME	Brian Vigue (HRM)
KS	Jerel Devor (HRM)
KS	Julie Koch (HRA)
WA	Jean Caird (HRM)
WA	Debbie McElroy(HRA)
MA	Bill Gouzounis (Asst to SD)
MA	Liz Gariepy (HRA)
NY	Cari Rice (HRS)
VT	Claire Bailey (HRM)
OR	Pat Smith (HRA)

September 18 – 22, 2006 – St. Louis MO

Participants:

St. Louis Field Service Branch Human Resources Employees
Brenda Chewning-Kulick, HRM, New York

June 26, 2006

SUBJECT: Faith-Based and Community Initiatives Teleconference Notes

TO: Rural Development State Directors

ATTN: Faith-Based and Community Initiatives Coordinators and Alternates
Administrative Program Directors

As per the discussion during the Faith-Based and Community Initiatives (FBCI) teleconference held on Tuesday, June 13, 2006, attached are the notes. We thank everyone who participated and hope that you found the session beneficial. Our next teleconference will be scheduled for September 2006 and a date will be announced. If you would like specific information covered regarding the FBCI data collection, reports, public outreach, or have questions that you would like addressed, please contact Rhonda Brown, Rural Development FBCI Coordinator, at (202) 692-0298 or rhonda.brown@wdc.usda.gov by September 1, 2006.

(Signed by Sherie Hinton Henry)

SHERIE HINTON HENRY
Deputy Administrator
for Operations and Management

Attachment

EXPIRATION DATE:
October 31, 2006

FILING INSTRUCTIONS:
Administrative/Other Programs

Sent by electronic mail on June 27, 2006, at 7:20AM by the Office of the Deputy Administrator for Operations and Management. State Directors shall advise other personnel as appropriate.

Changes for FY 2006 FBCI Reporting

WHOFBCI presented the President with their report summarizing prior year (FY 2005) awards made in select programs in March 2006. Based upon their review, each Department was asked to look at programs not currently being reported and expanded by recommending 2-3 additional programs for inclusion in the FY 2006 FBCI Report:

► **Two new programs added to the reporting system:**

RD-Rural Community Development Initiative Grants (CF Program)
RD-Rural Business Enterprise Grants (Business and Cooperative Programs)

► **To accommodate WHOFBCI's request, two new fields have been added to the financial assistance data collection:**

- **Application Date and Obligation Date.**
- **These dates will need to be obtained for all awards (loan closed/grant agreements signed) made in FY 2006.**
- **They will need to be completed by the State FBCI Coordinator/Alternate in partnership with appropriate program staff to ensure accurate and complete data entry.**
- **Reporting deadlines will be provided to State Directors to ensure that the Department and White House report dates are met.**

► **Changes have been made to Report Forms A-E and a new Report G has been added.**

► **Current status:**

- **In the process of revising the FBCI web based reporting system to reflect the additional data fields and new report formats.**
- **We will advise states when the revisions are completed.**
- **Deadline for data input of new fields (2 new fields and 2 new programs) will be July 10, 2006. All periods will be unlocked from June 13, 2006, to July 10, 2006, to allow for input of the additional required data and corrections to existing data entries by field staff. The first report to the Department is due July 18, 2006. This report will cover October 1, 2005-June 30, 2006.**

General Comments/Reminders

- ▶ **Please remind field staff of the importance of meeting data and public outreach report due dates. We continue to receive reports that are 30-90 days late. State Directors will be notified of all late reports received.**
- ▶ **We thank those states that have submitted FBCI Success Stories. We encourage you to work with your PIC and Program staff to develop these stories for non-profits, both Faith and Community-based, that have received awards in any of the 14 programs. Stories can be submitted for awards made from 2004 to present. Agency stories are featured each week on the USDA FBCI web page.**
- ▶ **The RD FBCI Events page is available to post agency technical assistance and outreach meetings. Please e-mail meeting information to Rhonda Brown for posting.**

Responses to Questions Received Prior to Teleconference:

- ▶ **Q: Do Self-Help Housing recipients of pre-development grants need to be reported in the FBCI system?**

A: Yes, pre-development grants are part of the section 523 Technical Assistance grant (Mutual Self Help Program)

Q: When is a guaranteed loan reported as closed?

A: CF Division states use the date the loan note guarantee is signed as the Award (closed) date.

Q: What dates are used for Rental Assistance Grants?

A: Application Date: For new Rental Assistance, the date the RRHL/RA Application is received by the agency. For renewal Rental Assistance, the date the renewal is requested by the borrower or the date the State Office requests renewal at the National Office. Make sure applications are entered into the FBCI report system under Application Summary in the month received.

The closed date for Rental Assistance is the date the agreement is Signed (for new RA)

Q: Do we report Economic Impact Initiative Grants under CF Grants?

A: No, this program is not a permanent Rural Development CF program and may not be funded from year to year. The appropriation is not included in the regular CF allocation.

Q: On the FBCI Public Outreach Form-Mentoring Relationships-how often would a person report this information?

A: The Department provided the following response:

The idea behind this category type was to give the local offices credit for all of the outreach work being done to non-profit faith and community based organizations. The efforts may consist of talking to the same group day after day for hours at a time or making 10 phone calls to new groups. Both of these forms of outreach are useful and needed, neither one is better than the other. In order to ensure consistent reporting across the agencies, please count (report) all initial one-on-one contact via email, phone, etc. If you are contacting the same organization initially on the same programs, they can be reported on one report form, indicate each program discussed. You may have different types of activity reports for outreach to the same organization. For example: You made contact by phone to the Executive Director-report as mentoring relationship activity. They ask your office to provide a technical assistance meeting with the organization on the loan/grant process-when the meeting is completed-report as Technical Assistance workshop (two reports for the same organization). Do not report follow-up, one-on-one activities with the same faith or community based organization (this type of activity then becomes routine loan processing work, not outreach).

Q: Can consideration be given to extending the 7/10/06 report date due to July 4 holiday?

A: We cannot extend the reporting date due to our Department and White House reporting requirements. Please plan accordingly to ensure that all data through 6/30/06 is reported.

Q: The guidance provided in 2005 stated no abbreviations for Limited Partnership, Corporation, etc. The new guidance states LP, Corp, are now acceptable. Do we need to go back and change entries?

A: No, you do not need to go back and change entries that have been spelled out. Cities and towns will need to be labeled as "City of _____ or Town of _____". This requirement may require changes to entries.

Q: Who is responsible to get the application and award information for entry into the system?

A: The FBCI Coordinator/Alternate is responsible for data entry. However, the data should be obtained from those offices accepting applications and closing loans and grants in the 14 programs under the FBCI. This may vary from state to state based on configuration. The GLS report sent to the states by the CF division is a guide only. Each state is responsible for providing accurate, current data. Staff should prepare the financial assistance data screen to

e-mail to the FBCI Coordinator when a loan is closed or grant agreement is signed.

The GLS system only provides data that has been input. If the system is not current; it will not provide accurate data.

Questions from the Teleconference:

Q: What is the closing date for CF grants?

A: As per our 6/13/07 discussion, the CF Division N/O provided the following:

Per 3570-A regulation, CF grants are considered closed when obligated. Therefore, all CF grants will have the same obligation date and closing date. Please make any needed corrections to the FY 2006 CF grants financial assistance. YOU CANNOT GO BACK AND MAKE ANY CHANGES TO THE FY 2004 or 2005 DATA. These reports have been finalized by the White House and no revisions will be allowed.

Q: Do we report RRH Transfers?

A: Only RRH transfers with a subsequent loan (new money) are reported. Transfers that are in name only (new borrower) with assumption of existing loan are not reported.

Q: How do Rental Assistance Grant awards get reported, application/ Obligation/Closed Dates?

Application Date: Date funds requested by recipient (for new RA) or if recipient requests in the budget, date received. For renewal RA, date State Office requests funds from the N/O.

Obligation Date: Date State Office is notified funds are available.

Closed Date: Date RA agreement signed (new RA), or date State Office is notified funds are available for renewal RA.

Q: Will DLT Loans be entered at the N/O in FY 2006?

A: Yes

Q: For group loans that have a pre-application and application, such as CF, what date is entered in the application date in the Financial Assistance Award Screen?

A: The pre-application date is entered. If no pre-application is submitted, then the application date is entered.

Q: Do we need to enter financial assistance data for sub-recipients under RBEG's?

A: No, only enter the data for the RBEG primary recipient.

Q: Will the FBCI Public Outreach Form be revised to include the new Programs? Can a revision date be included in the Form?

A: Yes.

Questions received after the teleconference:

**Q: What date should be used for the RBEG award (closed) date?
Applicants do not sign a grant agreement so do we use the obligation date?**

A: Yes, as per 1942-G regulation, “When Form RD 1940-1 has been executed by all parties, the grant is closed.” The obligation date and closed date will be the same.

**Please note: You do not need to go into Reporting Periods when changing, deleting or adding to periods that you have already reported in October-May 2006.
You will need to complete the Reporting Period for June 2006 once you have completed entering the data by the July 10, 2006 report due date.**

June 28, 2006

TO: State and District Directors
Rural Development

FROM: David J. Villano (*Signed by David J. Villano*)
Acting Administrator
Housing and Community Facilities Programs

SUBJECT: Preservation Information Exchange (PIX) System
Deployment and Implementation

This Unnumbered Letter (UL) announces the deployment and implementation of the PIX System. PIX is a web-based automated system that will allow interested non-profit organizations and public bodies to register to receive e-mail notification of all relevant prepayment requests and potential sales to non-profits or public bodies of Section 515 Rural Rental Housing (RRH) properties.

Access to the website is restricted to non-profit organizations and public bodies. PIX will eliminate the need for Agency staff to maintain lists of interested non-profit organizations and public bodies. PIX will also eliminate the need for program borrowers to notify non-profit organizations and public bodies of the potential sale of their property.

PIX also reduces the burden on State and Field Office Staff by eliminating the need to send notifications to all interested non-profit organizations and public bodies of each prepayment request received and potential sale of RRH properties. The Office of Rental Housing Preservation (ORHP) will use PIX to establish a database of interested non-profit organizations and public bodies to assist in the preservation of valuable low-income housing stock in rural America.

External Users

With the issuance of this UL, State and Servicing Offices will refer all interested non-profit organizations and public bodies to register for participation in preserving low-income housing using the following website:

<https://pix.sc.egov.usda.gov>

EXPIRATION DATE:
June 30, 2007

FILING INSTRUCTIONS:
Housing Programs

Once interested non-profit organizations and public bodies register, ORHP will activate their registration by sending an e-mail with their user ID and password. A link that provides instructions for navigating PIX can be found on the website listed above.

Internal Users

A link that provides instructions for obtaining user IDs and passwords, as well as a User's Manual, can be found on the website listed above.

June 28, 2006

SUBJECT: Creditable Service for Annual Leave Accrual

TO: Rural Development State Directors
 National Office Officials

ATTN: Administrative Program Directors
 Human Resources Managers
 Chief, Headquarters Services Branch
 Chief, Field Services Branch

On March 13, 2006, the United States Department of Agriculture, Office of Human Capital Management, issued Departmental Notice (DN) 4060-001, Interim Creditable Service for Annual Leave Accrual. The Interim Creditable Service for Annual Leave Accrual is a provision of the Federal Workforce Flexibility Act of 2004 which offers agencies the authority to grant newly appointed or reappointed employees credit for prior work experience that otherwise would not be creditable for the purpose of determining the employee's annual leave accrual rate.

Newly appointed or reappointed employees would be afforded the opportunity to be credited for experience gained with non-Federal or active duty uniformed service that is directly related to the position to which they are being appointed.

On April 24, 2006, the Under Secretary's office for Rural Development approved the use of Interim Creditable Service for Annual Leave Accrual. Rural Development will be using DN 4060-001 as guidance. The only change is in the Delegation of Authority. The authority to approve Creditable Service for Annual Leave Accrual has been delegated to the Deputy Administrator for Operations and Management. The authority has been further redelegated to the Chief, Field Services Branch for St. Louis and the field, and the Chief, Headquarters Personnel Services Branch for Washington, DC, except in those cases where the decision is disputed by either the employee or the Human Resources Office. In the event of such a dispute, the Assistant Administrator for Human Resources will have authority for a final decision.

EXPIRATION DATE:
June 30, 2007

FILING INSTRUCTIONS:
Administrative/Other Programs

All documentation for approval purposes must be received in the human resources office prior to the employee's entrance on duty date. Documentation must be sufficient to verify both the duties and time period for which the employee is being credited. The following are examples of documents that may be used for such verification:

- Position or Military Occupational Specialty descriptions.
- Letters from supervisors indicating duties and time period the employee performed the duties.
- Resumes.
- Employment records.
- Other documentation deemed sufficient to verify the service.

For reporting purposes, the Headquarters Personnel Services Branch and the Field Services Branch should submit the attached form to the Human Resources Programs Branch by the 15th of the month in March, June, September, and December. The form may be either faxed to Norma Valdes at (202) 692-0267 or sent via e-mail to norma.valdes@wdc.usda.gov.

If you have any questions, please contact Norma Valdes, Human Resources Specialist, at (202) 692-0198 or via e-mail at the above address.

(Signed by Sherie Hinton Henry)

SHERIE HINTON HENRY
Deputy Administrator
for Operations and Management

Attachments

Sent by electronic mail on June 29, 2006 at 9:30 am by Human Resources. State Directors and National Office Officials should advise other personnel as appropriate

Creditable Service for Annual Leave Accrual

[illegible]

June 29, 2006

SUBJECT: State Web-Quarterly Reporting System
Special Initiatives and Congressionally
Suggested Projects

TO: State Directors, Rural Development

ATTN: Business Programs Directors

Special Initiatives and Congressionally Suggested Projects. This office is no longer requiring States to input information into the Web-Quarterly Reporting System. Instead, we are requesting that you enter the Special Initiatives information into the Guaranteed Loan System (GLS).

We are in the process of revising GLS Report, GLSRO35A, "Detail of Preapplications and Applications by Priority Weight" to include the following Special Initiatives that were previously being reported in the State Web-Quarterly Reporting System. We will advise you when the revisions to the GLS report have been made. Please continue to update this information throughout the application and servicing process.

The following list will be added to GLS Report GLSRO35A:

- L. Agritourism
- M. Persistent Poverty County
- N. High Outmigration
- O. High Poverty and High Out-migration County
- P. Economically/Physically Impaired
- Q. Strategic Plan Priority Area Unique to State
- R. Number of Colonias
- S. Other Areas Impacted by Significant Natural Disasters
- T. Other
- U. Delta Counties Served
- V. Congressionally Suggested Projects

EXPIRATION DATE:
September 30, 2006

FILING INSTRUCTION:
Community/Business Programs

Congressionally Suggested Projects. States are no longer required to input this information into the State Web-Quarterly Reporting System.

(Signed by William F. Hagy III)

WILLIAM F. HAGY III
Deputy Administrator
Business Programs

June 29, 2006

SUBJECT: 2006 President's Quality Award Program

TO: National Office Officials
Rural Development State Directors

ATTN: Administrative Program Directors
Human Resources Managers

The United States Department of Agriculture (USDA) has been invited by the Office of Personnel Management to submit nominations for the 2006 President's Quality Award Program.

This award emphasizes the President's Management Agenda (PMA) initiative of "enhancing service to the American people," by recognizing the accomplishments of organizations that further this initiative in the areas of **performance** and **results**. Recipient organizations will serve as role models and their accomplishments as benchmarks for other organizations to attain similar success. The overall goal of the program is to attain President Bush's vision of a Government that is citizen-centered, results-oriented, and market-based.

Instructions for nominating individuals for the 2006 President's Quality Award Program can be found on line at <http://www.opm.gov/pqa/>. The award categories include:

Category One Award – For a special project and practice that is innovative and exemplary and falling under one of the five Government-wide Management Initiatives:

1) Strategic Management of Human Capital; 2) Competitive Sourcing; 3) Improved Financial Performance; 4) Expanded Electronic Government; and 5) Budget and Performance Integration.

Category Two Award – For overall agency achievement in each one of the five Government-wide Management Initiatives outlined in the PMA.

Category Three Award – For overall agency management and how effectively the different management systems are integrated.

EXPIRATION DATE:
December 31, 2006

FILING INSTRUCTIONS:
Administrative/Other Programs

If you have any nominations, please send them to the following address:

USDA/Rural Development
Assistant Administrator for Human Resources
STOP 0730
Washington, DC 20250-0730
Attention: Bernadette Miller

All nominations must be received at the above address by **July 14, 2006**, to allow the Administrators or Under Secretary time to select final nominees. Please send an original nomination and four hard copies, along with an electronic copy on diskette or CD-ROM.

If you have any questions, please call Ms. Miller at (202) 692-0219.

(Signed by Arleen Christian)

ARLEEN CHRISTIAN
Acting Assistant Administrator
for Human Resources

Sent by electronic mail on July 5, 2006 at 2:30pm by Human Resources. State Directors and National Office Officials should advise other personnel as appropriate.